

**STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
OFFICE OF ACCOUNTS AND CONTROL**

FY 2013

**SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT
TO THE STATE CONTROLLER'S OFFICE
FOR FISCAL YEAR ENDING JUNE 30, 2013**

PAY PERIOD #	BI-WEEKLY PAYROLL PERIOD ENDING (SATURDAY)		TRANSMIT TO CENTRAL PAYROLL		PAYDAY (FRIDAY)	
1	JULY	14	JULY	16	JULY	20
2	JULY	28	JULY	30	AUGUST	03
3	AUGUST	11	AUGUST	14	AUGUST	17
4	AUGUST	25	AUGUST	27	AUGUST	31
5	SEPTEMBER	08	SEPTEMBER	10	SEPTEMBER	14
6	SEPTEMBER	22	SEPTEMBER	24	SEPTEMBER	28
7	OCTOBER	06	OCTOBER	09	OCTOBER	12
8	OCTOBER	20	OCTOBER	22	OCTOBER	26
9	NOVEMBER	03	NOVEMBER	05	NOVEMBER	09
10	NOVEMBER	17	NOVEMBER	19	NOVEMBER	23
11	DECEMBER	01	DECEMBER	03	DECEMBER	07
12	DECEMBER	15	DECEMBER	17	DECEMBER	21
13	DECEMBER	29	DECEMBER	31	JANUARY	04
14	JANUARY	12	JANUARY	14	JANUARY	18
15	JANUARY	26	JANUARY	28	FEBRUARY	01
16	FEBRUARY	09	FEBRUARY	11	FEBRUARY	15
17	FEBRUARY	23	FEBRUARY	25	MARCH	01
18	MARCH	09	MARCH	11	MARCH	15
19	MARCH	23	MARCH	25	MARCH	29
20	APRIL	06	APRIL	08	APRIL	12
21	APRIL	20	APRIL	22	APRIL	26
22	MAY	04	MAY	06	MAY	10
23	MAY	18	MAY	20	MAY	24
24	JUNE	01	JUNE	03	JUNE	07
25	JUNE	15	JUNE	17	JUNE	21
26	JUNE	29	JULY	01	JULY	05

PLEASE NOTE: Every effort must be made to transmit payrolls prior to or by the close of business on the Monday following the end of the payroll ending date. If a holiday occurs on the Monday following the payroll ending date, the payroll **MUST** be transmitted on Tuesday. If a holiday occurs on the Tuesday following the payroll ending date, payroll transmittal **MUST** be on the Monday following the payroll ending date.